

Municipality of Jasper
Committee of the Whole Meeting Minutes
Tuesday, April 14, 2026 | 9:30am
Jasper Library & Cultural Centre, Quorum Room

Virtual viewing and participation	Council attendance is in Council chambers at the Jasper Library & Cultural Centre. This meeting was also conducted virtually and available for public livestreaming through Zoom. Public viewing during Council meetings is through both Zoom livestreaming and in-person attendance. Public participation is facilitated through in-person attendance.						
Present	Mayor Richard Ireland, Deputy Mayor Danny Frechette, Councillors Ralph Melnyk, Kable Kongsrud, Wendy Hall, and Laurie Rodger						
Absent	Councillor Kathleen Waxer						
Also present	Bill Given, Chief Administrative Officer Beth Sanders, Director of Urban Design & Standards Christine Nadon, Director of Protective & Legislative Services Doug Olthaf, Director of Recovery Vidal Michaud, Utilities Manager Leanne Pelletier, Housing Manager Emma Acorn, Legislative Services Coordinator Bob Covey, The Jasper Local 15 observers						
Call to Order	Deputy Mayor Frechette called the April 14, 2026 Committee of the Whole meeting to order at 9:31am and began with a Traditional Land Acknowledgement .						
Additions/deletions to the agenda #153/26	MOTION by Mayor Ireland that Committee amend the agenda for the April 14, 2026 Committee of the Whole with the addition of the following item: <ul style="list-style-type: none">In-camera Item – 7.7 Land Matter <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillor</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillor	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillor	CARRIED					
Approval of agenda #154/26	MOTION by Mayor Ireland that Committee approve the agenda for the April 14, 2026 Committee of the Whole meeting as amended: <ul style="list-style-type: none">Add In-camera item 7.7 Land Matter <table><tr><td>FOR</td><td>AGAINST</td><td></td></tr><tr><td>6 Councillors</td><td>0 Councillor</td><td>CARRIED</td></tr></table>	FOR	AGAINST		6 Councillors	0 Councillor	CARRIED
FOR	AGAINST						
6 Councillors	0 Councillor	CARRIED					
Business arising from minutes	none						
Delegations	none						
Correspondence – Insurance Bureau of Canada	Committee received correspondence; regarding statutory insurance claim deadlines; from Aaron Sutherland, Vice President of Western and Pacific divisions of the Insurance Bureau of Canada.						

#155/26	MOTION by Councillor Hall that Committee receive the correspondence from the Insurance Bureau of Canada for information.			
	FOR	AGAINST		
	6 Councillors	0 Councillor		CARRIED
9-1-1 Service Update	Committee received an Information Report from Director of Protective & Legislative Services Christine Nadon regarding upcoming changes to the local 9-1-1 Service.			
#156/26	MOTION by Councillor Melnyk that Committee receive the 9-1-1 Service Update report for information.			
	FOR	AGAINST		
	6 Councillors	0 Councillor		CARRIED
Revised Water Services Bylaw	CAO Bill Given and Utilities Manager Vidal Michaud reviewed a draft Water Services Bylaw which last received an update in 2014. Committee had many questions, suggestions, and required clarification on the updates and revisions.			
#157/26	MOTION by Mayor Ireland that Committee direct Administration to revise the draft Water Services Bylaw and return to a future Committee of the Whole meeting.			
	FOR	AGAINST		
	6 Councillors	0 Councillor		CARRIED
Recess	Deputy Mayor Frechette called a recess from 10:32am to 10:40am.			
Wildfire Utility Repairs Phase 1: Water Service Line Valves	Director of Recovery Doug Olthaf reviewed recommendations and alternatives regarding needed repairs to specific water lines following the 2024 Jasper Wildfire Complex. Mr. Given and Mr. Michaud also assisted with Committee questions.			
#158/26	MOTION by Mayor Ireland that Committee recommend Council amend the 2026 capital budget to include the Wildfire-Affected Utility Repairs – Phase 1 project at a total budget of \$2,015,000, funded as follows:			
	<ul style="list-style-type: none"> • Disaster Recovery Program: \$1,505,000 • Utility Capital Reserve: \$510,000. 			
	FOR	AGAINST		
	6 Councillors	0 Councillor		CARRIED
Church Lands Memorandum of Understanding	Committee received a request for decision regarding a memorandum of understanding for the rebuilding of the two churches destroyed in the 2024 Jasper Wildfire Complex. Director of Urban Design & Standards Beth Sanders reviewed the purpose of the memorandum of understanding and the next steps that would be followed.			
#159/26	MOTION by Councillor Rodger that Committee direct Administration to enter into the Memorandum of Understanding as amended:			

- Change “land transfer” to “lease assignment” throughout the document.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

JMHC Connaught
Below Market
Housing Loan
Guarantee Bylaw
#160/26

Housing Manager Leanne Pelletier reviewed a request for decision regarding a bylaw for the Jasper Municipal Housing Corporation Connaught Below Market Housing Loan Guarantee Bylaw.

MOTION by Mayor Ireland that Committee recommend Council give first and second reading to the Jasper Municipal Housing Corporation Connaught Below Market Housing Loan Guarantee Bylaw.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Townsite Open-
space & Trails
Plans
#161/26

Councillor Frechette shared his intentions with Committee as he asked for this item to be included on today’s agenda.

MOTION by Mayor Ireland that Committee direct Administration to circulate the existing 2003 Greenspace Vision Plan to all of Council and have this matter return to a future Committee of the Whole meeting.

FOR	AGAINST	
6 Councillors	0 Councillor	CARRIED

Move In-camera
#162/26

MOTION by Councillor Melnyk to move in-camera at 11:59am to discuss agenda item:

- 7.7 Land Matter - ATIA s.29(1)(a)(c)

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mr. Given, Ms. Sanders, Ms. Pelletier, and Ms. Acorn also attended the in-camera session.

Move out of
camera
#163/26

MOTION by Councillor Melnyk to move out of camera at 12:30pm.

FOR	AGAINST	
6 Councillors	0 Councillors	CARRIED

Mr. Given reviewed the request for decision which was added as an in-camera item to today’s agenda. The report addresses a property purchase and is attached to the meeting minutes.

Purchase of 1249
Cabin Creek Drive
#164/26

MOTION by Councillor Melnyk that Committee recommend Council approve the purchase of the 1249 Cabin Creek Drive for \$355,000 as presented.

ATTACHMENT to April 14, 2026 Committee of the Whole meeting minutes

REQUEST FOR DECISION

Subject: Purchase of 1249 Cabin Creek Drive
From: Bill Given, Chief Administrative Officer
Date: April 14, 2026



Recommendation:

That Committee recommend Council approve the purchase of 1249 Cabin Creek Drive for \$355,000 as presented.

Alternatives:

- That committee receive the report for information and direct administration to discontinue the purchase.

Background:

- The Municipality owns 1251 Cabin Creek Drive and the residence on the site was destroyed in the 2024 wildfire.
- Council approved the Municipality's Strategic Priorities on March 17, 2026 which include a priority on facilitating the development of diverse housing options to meet community needs.

Discussion:

The property at 1249 is adjacent to 1251 Cabin Creek Drive, which is already owned by the Municipality. Both properties were impacted by the 2024 wildfire, creating an opportunity to plan redevelopment across the two parcels in a coordinated manner. Consolidated development of the sites would support a higher overall unit yield than could be achieved independently, while improving site layout and infrastructure efficiency.

The property was evaluated using the Jasper Land & Asset Acquisition Framework and achieved a score of 435 out of 500 (87%), placing it within the high-priority acquisition range. The site is zoning-ready, serviced, and cleared, with no significant encumbrances, supporting timely development.

The Municipality has made an Offer to Purchase 1249 Cabin Creek Drive in the amount of \$355,000. The acquisition secures control of a site that is development-ready and aligned with housing objectives. The alternative option to not proceed would maintain the current reserve balance but would limit the Municipality's ability to advance housing development on lands that are already well-positioned for that purpose.

Strategic Relevance:

- Facilitate development of diverse housing options to meet community needs.
- Align land use decisions to local priorities.
- Leverage JMHC to increase supply of below market housing.

Inclusion Considerations:

Increasing the supply of housing supports improved access to accommodation for a range of income levels and household types.

Relevant Legislation:

- Alberta Municipal Government Act

Financial:

The purchase price is \$355,000 and will be funded from the Community Housing Reserve. The approved 2026 budget projects a year-end reserve balance of \$563,739; this acquisition would reduce the balance to \$208,739.

Attachments:

- Property Overview – 1249 Cabin Creek Drive

Property Overview

- Address: 1249 Cabin Creek Drive
- Legal: Lot 18, Block 39, Cabin Creek West – Multi-Unit Dwelling
- Lot Size: 338 m² (with adjacent municipal lot already owned)
- Asking Price: \$390,000
- Zoning: Multi-Unit Dwelling
- Condition: Vacant, serviced, cleared
- Acquisition Type: Straight sale anticipated

Purpose

To evaluate the suitability of acquiring 1249 Cabin Creek Drive for staff housing, using the Jasper Land & Asset Acquisition Framework.

Key Findings

- **The site achieved a weighted score of 435 / 500 (87%),** indicating strong alignment with municipal housing objectives.
- Existing municipal ownership of the adjacent lot significantly improves development potential, enabling:
 - higher unit yield,
 - lower cost per unit,
 - phased or consolidated development, and
 - a coordinated groundwater management solution.
- The site is zoning-ready, serviced, free of Parks lease restrictions, and has a low-risk acquisition timeline.

Primary Risk

- Groundwater management is a known issue and represents the primary cost and schedule risk.
- This risk is mitigated by:
 - existing technical work underway, and
 - the ability to address groundwater across both parcels as a single system.

Financial & Strategic Considerations

- Acquisition cost is reasonable given zoning, servicing, and consolidation potential.
- The combined site supports efficient delivery of near-term staff housing.
- Ownership strengthens long-term municipal flexibility (phasing, unit mix, land-banking).

Weighted Site Score (0–500)

Property: 1249 Cabin Creek Drive

Context: Adjacent lot already owned by the Municipality

Framework: Jasper Land & Asset Acquisition Framework

Site attributes

Criterion	Weight	Rating (0–5)	Score	Rationale
Adjacencies	7	5	35	Adjacent lot already municipally owned; strong consolidation & phasing potential
Current state	6	5	30	Vacant, cleared, no debris
Vegetation & wildlife	6	5	30	Disturbed residential land; minimal environmental risk
Geology & topography	8	2	16	Known groundwater management issue

Subtotal: 111 / 135

Density

Criterion	Weight	Rating	Score	Rationale
Yield potential	13	4	52	Combined parcels increase achievable unit yield and building efficiency

Public infrastructure

Criterion	Weight	Rating	Score	Rationale
Proximity to amenities	4	4	16	Reasonable proximity to employment and services

Site servicing

Criterion	Weight	Rating	Score	Rationale
Utilities	10	4	40	Servicing intact; groundwater addressed separately

Land use

Criterion	Weight	Rating	Score	Rationale
Zoning	10	5	50	Zoned for Multi-Unit Dwelling
Subdivision / consolidation	11	5	55	No consolidation required; development-ready

Constraints

Criterion	Weight	Rating	Score	Rationale
Encumbrances	8	5	40	No Parks lease restrictions
Off-site considerations	9	4	36	No immediate rail/highway conflicts
Acquisition timeline	9	5	45	Straight sale anticipated

Total weighted score

435 / 500 (\approx 87%)

This places the site firmly in **high-priority acquisition** range under the framework.